

Health and Human Services Agency California Office of HIPAA Implementation

POLICY MEMORANDUM

TO: HIPAA Departmental Coordinators

FROM: CALIFORNIA OFFICE OF HIPAA IMPLEMENTATION (CalOHI)

This Policy Memorandum provides the procedures for State Departments to apply for funding to conduct HIPAA assessments.

Title: Notice of Proposed Funding	Number: COHI PM-2002/07
Subject: Process applying for HIPAA Assessment Funds	Issue Date: September 6, 2002
Reference(s): HIPAA, Standards for Electronic Transactions SB 456 (Speier), Chapter 635, Statutes of 2001	Expiration Date: September 30, 2002
Contact: Elaine Scordakis, California Office of HIPAA Implementation 1600 Ninth Street, Room 400, Sacramento, CA 95814 (916) 651-8066 Escorda1@ohi.ca.gov	

Background The 2002/2003 Budget made funds available to assist Departments needing to conduct assessments of their automated systems or business practices necessary to implement HIPAA. The funds are designated to assist Departments that may have not have had time to submit their funding needs requests in the last budget process. However, Departments with HIPAA funding in the budget year may also apply for funding if they demonstrate that current funding is insufficient to perform needed critical assessments.

Purposes To inform state entities of the availability of funds to perform HIPAA assessments necessary for meeting HIPAA compliance, and the process for acquiring these funds.

To Submit

Who

Departments can request HIPAA funds in 2002/2003 from CalOHI for the following purposes:

- Initial or detailed assessments for automated systems impacted by HIPAA;
- Initial or detailed assessments of business process or information flow for Privacy.

How

The Departments must submit a current HIPAA Project schedule identifying the milestones and deliverables that will be completed with the additional funding.

Departments interested in accessing the HIPAA funds should complete the Application for HIPAA Assessment Funds (HAF 1) in hard copy or electronic format, attach their HIPAA Project schedules, FSR approval documentation if appropriate, and any other documentation that justifies a Department's critical need. The electronic format is available at:

<http://www.ohi.ca.gov/>

Applications for funding must be submitted to CalOHI by September 30, 2002. CalOHI will complete its review of those applications by October 8, 2002 and will attempt to complete interagency agreements to disburse funds by October 31, 2002 pending budget approval. Additionally, because of the impending deadlines for the Privacy Rule, April 13, 2003, and for the Transaction and Code Sets, October 16, 2003, assessments or inventories for these two rules will be given top priority for funding.

- Review and Evaluation Proposals

CalOHI will complete the review of all applications by **October 8, 2002**. Upon completion of CalOHI review, CalOHI will forward the proposed list of awardees to Department of Finance (DOF) for approval. CalOHI will notify Departments immediately upon receiving DOF approval.

- Allocations

In order to expedite the availability of funds, CalOHI will administer all allocations to Departments via an interagency agreement. Departments receiving awards should report the progress of their assessment in their HIPAA quarterly reporting process.

When

Complete no later than September 30, 2002.

Copy to CalOHI

Send the complete application either hardcopy or softcopy, by September 30, 2002 to:

California Office of HIPAA Implementation
1600 Ninth Street, Room 460
Sacramento, CA 95814

Or

To Elaine Scordakis at: Escorda1@ohi.ca.gov

Questions

Please contact Elaine Scordakis at (916) 651-8066

***Original signed by Burt Cohen
9/6/02***

BURT R. COHEN
Acting Director
California Office of HIPAA Implementation

Attachment: Application for HIPAA Funding (HAF-1)

cc: Steve Kessler, DOF
Peter Harbage, Assistant Secretary